

WASHINGTON STATE DEPARTMENT OF LICENSING

IMPORTANT NOTICE

DOL External Form Approval Process

To insure uniformity and facilitate processing, all externally designed forms must duplicate DOL forms, in format and content (Schedules of Receipts/Disbursements and PTO's are exempt from this process). If you are duplicating (photocopying is allowed) or creating your own forms, the following process must be completed:

Contact one of the Vehicle Services Forms Coordinators to request the forms package.

Name: Vickie Lusher
Address: PO Box 2957
Olympia WA 98504
Phone: (360) 902-3697
Fax: (360) 664-0831
E-mail: vlusher@dol.wa.gov

Name: Larry Frodsham
Address: PO Box 2957
Olympia WA 98504
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The forms package will include:

- External forms approval procedure
- The External Forms Application
- The forms RCWs
- DOL forms specifications
- Forms masters, if requested

When you receive the forms package:

- Complete the application; and
- Submit the application and form proofs to the Forms Coordinator for evaluation.

When you receive a response from the Forms Coordinator:

- Make any recommended revisions and resubmit for approval; or
- Implement use of the form(s) in accordance with instructions received from the Forms Coordinator.

You will need to repeat the last step in this process whenever the Forms Coordinator notifies you the Department has revised the form and you need to revise your form accordingly. Form revision must be completed within 30 days of notification by the Forms Coordinator.

The Department of Licensing has a policy of providing equal access to its services.
If you need special accommodation, please call (360) 902-3600 or TTY (360) 664-8885.

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